

Alternative Education On-site Monitoring Visit Rubric

Reviewer: Sue Foxx

Date: 10/31/07

Alternative Education Program: West Clark Education Center

Contact Person: Dr. Jason Holland

School Corporation: West Clark Community School (0940-1)

Phone: 812-246-2831

Alternative Education Programs will be required to share documentation for each component during the site visit. If documentation is not available on-site, the alternative education contact person will be required to submit documentation to the IDOE within seven (7) days of site visit completion. Programs will be given an Unsatisfactory or Satisfactory for each component. Programs receiving an Unsatisfactory for any component will be required to address those issues in order to remain an approved program.

COMPONENT	DOCUMENTATION SUGGESTED	DOCUMENTATION PROVIDED	S	U	COMMENTS
Corporation and Community Support	-Board minutes -Letters of support -Joint agreements -Newspaper articles -Advisory Group list	Board minutes online (April-June) Mission statement Letters of support Memorandum of understanding with HS	X		Advisory group operated initially to identify programming possibilities but no formal advisory group outside school personnel currently operates. Recommended development with community agency and business involvement. No significant publicity. Recommended contacting newspaper to highlight a project, human interest story as well as including on website or in school newsletter in order to inform community.
Alternative Education Components	-Curriculum -Instructional Methods -Scheduling -Engagement strategies -ISP -Grant application	Novel/Stars Curriculum Mastery based at 70% School schedule ISP Grant Student contract	X		Curriculum follows corporation but uses computer courseware format with enhancements. Recommended increasing mastery to 80% to insure solid foundational and to meet diploma waiver requirement if needed. Program plans to add more projects and service learning opportunities as program develops. Have worked with Salvation Army, Goodwill, animal shelter, and Haven House. ISP's are well written and exceed requirements to identify appropriate plan/services. Students attend 3 hour session for the alternative program or for credit recovery. May combine academic program with work component or career center placement. Internship opportunity at preschool located on lower level. Reading assessments help identify skill gaps.
Small positive learning environment for students/staff	-Staff & Student roster -Prof. development plan -School Improvement Plan -Advisor/Advisee	Orientation packet Part of corporation prof. development plan with additional training related to at risk students	X		Small learning environment with low teacher-student ratio. Classrooms located upstairs in old elementary now called the education center. New furniture and technology. Small staff plans collaboratively. Director interfaces with HS and administration.

	programming Staff meeting agenda	and courseware.			
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On-site Observation Components

During the site visit, IDOE personnel will visit sessions to observe lessons being provided. IDOE reviewers will be looking to see that actual programming matches descriptions that were provided in the grant application; that students are spending an appropriate amount of time on task; that instruction is clear and understandable; and that instructors seem knowledgeable about lesson content and alternative strategies. Each program will receive a mark of “Satisfactory” (S) or “Unsatisfactory” (U) for each component. Programs receiving a “U” in any component will be required to address deficiencies.

COMPONENT	DATE	S	U	COMMENTS
Programming matches description in grant application.	10/31/07	X		Matches description. Computer based courseware individualizes courses and allows curriculum to be self-paced.
Students appear engaged.	10/31/07	X		Observed students working independently on different courses on computers. Students responded positively when asked about the program and felt supported and challenged.
Location supports a positive learning environment.	10/31/07	X		Program operates out of large upstairs classrooms. Updated technology but few other educational resource materials onsite. Informal area for discussions provided. Location needs updating and signage. The corporation has already worked with an architect to develop plans and identify funds.
Teachers appear knowledgeable and caring.	10/31/07	X		Teacher encouraged students and offered assistance as requested. Director also genuinely engaged with students in working to help them succeed.

Compliance Components

The following information is rated “Compliance” (C) or “Non-Compliance” (N-C). Selected documentation must be provided as part of the site visit monitoring. The alternative education contact person listed for each program will be contacted about documents, policies, or descriptions that will be required for the compliance components. Documentation can be submitted prior to or at the visit. Failure to provide documentation will result in removal from the approved program list.

COMPONENT	SUGGESTED DOCUMENTATION	C	NC	COMMENTS
Policies & Procedures	-Student Handbook -Entrance/Exit Criteria	X		Referral form and process documented. Students are referred into the program as an alternative to expulsion, when need nontraditional setting or as dropout recovery. The student and their parent discuss the placement with the director and complete a contract. Entrance/Exit criteria is well defined. School calendar is the same as corporation. 3 hour sessions.
Staff Qualifications and Employment by Corporation	-Licenses (Teacher, Administrator, Social Worker, Counselor) -Documentation from HR dept. -HQ document	X		Licensed teacher acts as a facilitator for courseware. Director is school psychologist. Counselors work with students as needed
Health and safety laws and regulations	-Safety plans and/or records -Physical location description and/or Department of Health documentation -Evacuation plans -Student release policies -Transportation policies (as applicable)	X		Safety plans and drills on record as part of corporation plan. Transportation provided.
Financial viability	-Other Grants applied for/received -Description of how last alt ed distribution funds were spent -Description of corporation 1/3 match.	X		No outside grants at this time. Budget exceeds required match and allocated primarily to staff and technology.
2 Hour Session/ School Day	-School schedule	X		Flexible scheduling allows students to attend multiple sessions (3 hours each) based on individual needs. Offer programming for full school calendar of 180

				days plus summer school.
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Comments: This is a new program that is still working to establish connections to the community. Students are encouraged and supported in a variety of ways within the program but could use more materials and a renovated facility. Could develop collaboration with the HS to review and enhance curriculum.